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## MEMORANDUM

To: Department-Agency Head/Training Directors

From: Samuel E. Boswell, Director *SEB*  
State Employee Assistance Program

Date: March 1, 2011

Re: State Employee Assistance Program Training

The State Employee Assistance Program (SEAP) is providing a one hour seminar on 'Dealing with Difficult People' during April 2011. This training is available throughout the state at various locations and is open to all state employees of agencies participating in our SEAP. The number of participants for this training will be limited to the number of slots we have available at each training location, date, and time shown below. **Please register early; seminars can only be held if registration exceeds 25 attendees no later than 7 days prior to the scheduled seminar.**

We request that you provide widest dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of requested training slots that we confirm will be based on a first come, first served basis for each training location.

- For Houston County and surrounding counties:

Location: Department of Public Health in Dothan  
Address: 1781 East Cottonwood Road, 36302  
Date: April 12, 2011  
Time: 10:30-11:30 a.m.  
Available Slots: 80

- For Jefferson County and surrounding counties:

Location: Department of Human Resources 6<sup>th</sup> Floor Training Room in Homewood  
Address: 11 West Oxmoor Road, 35209  
Date: April 6, 2011  
Time: 10:30-11:30 A.M.  
Available Slots: 50



- For Madison County and surrounding counties:

Location: Department of Human Resources 2<sup>nd</sup> Floor Auditorium in Huntsville  
 Address: 2206 Oakwood Avenue NW, 35810  
 Date: April 7, 2011  
 Time: 11:00 until 12 Noon  
 Available Slots: 90

- For Montgomery County and surrounding countries:

Location: State Capitol Auditorium in Montgomery  
 Address: 600 Dexter Avenue, 36104  
 Date: April 19, 2011  
 Time: 10:30-11:30 A.M.  
 Available Slots: 210

- For Mobile County and surrounding counties:

Location: Department of Transportation in Mobile  
 Address: 1701 I-65 West Service Road North, 36618  
 Date: April 20, 2011  
 Time: 10:30-11:30 A.M.  
 Available Slots: 125

We are offering **1 CEU credit** for this training for each Social Worker employee participant that would like to receive this credit and **1 CPE credit** for Accountants. Therefore, please be sure to inform all of your Social Workers and Accountants of this offer and ask them to be sure to indicate their desire to receive this credit when they sign in for training.

We ask that each work location consolidate their request for the total number of slots desired when possible. **Names of participants aren't needed**, only the number of slots you need for your agency and the location and date. **However, please don't request a slot unless you actually have a specific person that intends to attend this training. We can't afford to grant slots in anticipation that an employee might want to attend.** Also, please provide the phone number, e-mail address, and name of your point of contact. You may submit your request for training slots to me at [sam.boswell@finance.alabama.gov](mailto:sam.boswell@finance.alabama.gov).

If you have any questions regarding these training sessions, please contact me via phone at (334) 223-6153 or e-mail me as shown above. **Please ensure your employees are informed of the location and address for each training site.**

**Enclosures (5)**